

September 14, 1982

NUMBER 1430.12

**Department of Defense Instruction** ASD (MRA&L)

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SUBJECT: Logistics Civilian Career Management Program

- References:
- (a) DoD Directive 5000.39, "Acquisition and Management of Integrated Logistics Support for Systems and Equipment," January 17, 1980
 - (b) DoD Directive 1430.2, "Civilian Career Management," June 13, 1981
 - (c) DoD 1400.25-M, "Civilian Personnel Manual," July 30, 1978 (Installment No. 3, Chapter 950, "Civilian Career Management," June 22, 1981) authorized by DoD Directive 1400.25, January 24, 1978
 - (d) DoD Directive 5124.1, "Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics)," July 26, 1982
 - (e) DoD Instruction 1430.10, "Civilian Career Program Publications," June 22, 1981
 - (f) DoD 1430.10-M-2, "DoD-Wide Civilian Career Program for Quality and Reliability Assurance Personnel," March 1980

A. PURPOSE

This Instruction establishes policies, standards, and requirements for selection, recruitment, education and training, and career development of DoD personnel who support and manage logistics programs; and assigns responsibilities. The provisions of this Instruction are subordinate to and supportive of those in references (a) through (e).

B. APPLICABILITY AND SCOPE

1. This Instruction applies to the Office of the Secretary of Defense, the Military Departments, the Organization of the Joint Chiefs of Staff, and Defense Agencies (hereafter referred to collectively as "DoD Components").

2. Specifically, it applies to DoD Components involved in acquisition, logistics, supply, maintenance, distribution, transportation, material management, logistics plans and international logistics, and is designed to include competitive service civilian employees at the GS-5 level and above in the occupational series listed at enclosure 1.

C. DEFINITIONS

1. Career Management. The continuing process by which employees in specific career fields are identified and developed, administered under a formal program, and used to fill positions of increasing responsibility in the Department of Defense, and to provide management with a staff of proficient career employees.

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2. Career Patterns. The range of opportunities at each career level for vertical and horizontal movement within a career field.

3. Career Program. A comprehensive operating plan for administering an occupation or cluster of occupations (career field). This includes work force analysis, forecasting and planning, and the systematic selection, development, assessment, and use of employees identified with a career field.

4. Individual Development Plan (IDP). The IDP is a combined effort of the employee, supervisor, career advisor, and employee development specialist, as appropriate. It includes an analysis of career training needs for orderly progression within a career field.

5. Master Training and Development Program. An outline of training and development requirements and recommendations. Usually, the plan is organized to show requirements and recommendations by grade level grouping and may be very specific, especially at career intern level.

D. POLICY.

The successful performance of logistics support and management functions is dependent upon personnel experienced and trained in their respective areas of responsibility. It is the policy of the Department of Defense to recruit, train, and develop systematically, qualified personnel to perform logistics support and management functions. To implement this policy, logistics career programs shall be developed and maintained by the DoD Components, consistent with the provisions of DoD Directives 1430.2 and 5124.1 (references (b) and (d)), and enclosure 2, this Instruction.

E. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) or designee, the Deputy Assistant Secretary of Defense (Logistics and Materiel Management), shall monitor DoD Component implementation of this Instruction and recommend changes, if appropriate.

2. The Heads of DoD Components shall:

a. Develop and install logistics civilian career management systems under DoD 1400.25-M, DoD Directive 5124.1, and DoD Instruction 1430.10 (references (c), (d), and (e)) and implement the DoD Logistics Civilian Career Management Program prescribed in enclosure 2.

b. Coordinate and consult with other DoD Components in the formulation and implementation of these programs.

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F. IMPLEMENTATION AND EFFECTIVE DATE

This Instruction is effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days.



Assistant Secretary of Defense
(Manpower, Reserve Affairs, and Logistics)

Enclosures - 2

1. Logistics Occupational Series (Exclusive and Potential)
2. DoD Logistics Civilian Career Management Program

LOGISTICS OCCUPATIONAL SERIES (EXCLUSIVE AND POTENTIAL)

1. EXCLUSIVE LOGISTICS OCCUPATIONAL SERIES

346 Logistics Management
1104 Property Disposal
1152 Production Control
1670 Equipment Specialist
2001 General Supply
2003 Supply Program Management
2010 Inventory Management
2030 Distribution Facilities and Storage Management
2031 Packaging
2050 Supply Cataloging
2101 Transportation Specialist
2130 Traffic Management
2150 Transportation Operations

2. POTENTIAL LOGISTICS OCCUPATIONAL SERIES (perform logistics responsibilities 50 percent or more of the time)

018 Safety Management
301 Miscellaneous Administrative Program
340 Program Management
343 Management Analysis
345 Program Analysis
1083 Technical Manual Writer
1101 General Business and Industry
1150 Industrial Specialist
1515 Operations Research Analyst

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1601	Facility Management
1640	Facility Maintenance
1701	Training Operations Specialist/Analyst
1710	Education Specialist
1910 ¹	Quality Assurance Specialist
08xx	Engineering (unless included in an engineering career program)

¹Series covered by DoD 1430.10-M-2, "Quality and Reliability Assurance Personnel" (reference (f)).

DOD LOGISTICS CIVILIAN CAREER MANAGEMENT PROGRAM
MINIMUM PROGRAM REQUIREMENTS

1. The Head of each DoD Component shall designate a Component functional official who will provide Component line management leadership for establishing and administering the program through logistics channels. Technical support will be provided by Civilian Personnel Offices.
2. The program applies to appropriate employees in grades GS-5 and above, who occupy positions in the logistics occupational series (LOS) at enclosure 1.
3. Lines of progression to successively more responsible positions shall be identified and used in counseling employees and planning developmental activities.
4. A coordinated training and development program shall be provided for the occupations listed in paragraph 1., and for appropriate occupations in paragraph 2. of enclosure 1. Specifically, a master training and development program will be prepared defining the skills, knowledges, and abilities requirements of each occupation.
5. Individual development plans (IDPs) shall be prepared through assessing each employee's strengths and weaknesses against the master training and development program requirements established for the occupation.
6. Planned work assignments shall be made to develop managerial and technical competence. Provisions shall be made for rotational assignments.
7. Procedures shall be established by each DoD Component to ensure the selection of the best qualified employee for logistics civilian career management vacancies. Vacancy information shall be circulated widely or a broad-based automated referral system shall be used to attract or identify the best candidates. Selections shall be based on demonstrated performance, skill, and experience of candidates assessed against each vacancy's skill, knowledge, and ability requirements.
8. A performance monitoring system shall be used to evaluate logistics civilian career management personnel based upon existing annual performance reports or DoD career program evaluation procedures. Performance reports shall be considered in the promotion and selection process, and shall be used in preparing IDPs. IDPs shall be used to record performance and development over a reasonable time period.
9. A personnel planning procedure shall be installed to identify replacement needs and to ensure that personnel with the needed skills are available. Based upon an analysis of needs, intern recruitment plans shall be developed to ensure selection of highly qualified employees at the GS-5/7 level. Recruitment sources shall include colleges, universities, merit promotion vacancy announcements, upward mobility programs, and targeted equal employment opportunity recruitment efforts.
10. Provision shall be made to evaluate career management principles that have been implemented, and their effectiveness. This program evaluation shall be performed at least annually.